

**NATIONAL HIGH MAGNETIC
FIELD LABORATORY**

NHMFL

FLORIDA STATE UNIVERSITY

SAFETY PROCEDURE

SP-20

TITLE: HAZARD COMMUNICATION PROGRAM

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1.0 PURPOSE

- 1.1 This procedure establishes policy and procedure to be observed by all personnel of The National High Magnetic Field Laboratory (NHMFL) for the purpose of informing you that the NHMFL is complying with the Occupational Safety and Health Act (OSHA) Hazard Communication Standard, Title 29 Code of Federal Regulations, Part 1910.1200, and the Florida Right-to-Know Act. This includes the compiling of a chemical inventory, the use and maintenance of Material Safety Data Sheets (MSDS's), the maintenance of container labels, and providing all employees with the training necessary under the requirements of the regulations.
- 1.2 The policy of the NHMFL is to provide and maintain a safe and healthful working environment. Employees, users, guests, and visitors shall assist in ensuring that safety is not compromised. The safety and health of all personnel at the NHMFL is the inherent responsibility of each employee, user, management and all levels of supervision.

2.0 SCOPE

This program applies to all work operations at the NHMFL where personnel may be exposed to hazardous substances under normal working conditions or during an emergency situation.

3.0 RESPONSIBILITIES

3.1 PERSONNEL

All personnel, including full and part time employees, users, students, and contractors, shall adhere to the guidance presented in this procedure.

The NHMFL Environmental Health and Safety Office (EH&S) has the overall responsibility for the administration of this procedure. The NHMFL EH&S Office will review and update this procedure as necessary. A written copy of this procedure shall be available from the EH&S Office, located in A125, or can be viewed electronically on the NHMFL File Server.

Under this procedure, all personnel will be informed of the contents of the OSHA Hazard Communication Standard (HCS), and the Florida Right-to-Know Act, the hazardous properties of chemicals in the work place, safe handling procedures for workplace hazards associated with chemicals and hazardous materials, the use and maintenance of the MSDS system, and the necessary measures to practice to protect themselves from workplace hazards.

3.2 HAZARDOUS MATERIALS INVENTORY

For the purpose of this safety procedure, a hazardous material shall be defined as any substance or compound that has the capability of producing adverse effects on the health and safety of humans. The NHMFL EH&S Office shall compile and maintain an inventory of all hazardous materials and chemicals in use, or used, at the NHMFL, and will update the list annually. A separate inventory shall be made available for each work area and shall be available in that area. The master inventory shall be available from the EH&S Office and is to be posted throughout the facility.

3.3 CHEMICAL PROCUREMENT

All requisitions, blanket orders and interdepartmental requests for the purchase of hazardous substances or chemicals shall be authorized by the EH&S Office prior to the issuance of a purchase order. Requisitions shall be brought to the EH&S Office in room A125 for authorization. The requisition will then be forwarded to the fiscal department for the issuance of a purchase order. Special regulations apply for the purchase of radioactive materials. Contact the EH&S Office for assistance in obtaining radioactive materials.

3.4 MATERIAL SAFETY DATA SHEETS (MSDS's)

Material safety data sheets provide specific information on the chemical or material, list the chemical properties of the material, identify personal protective equipment requirements, list safe handling and storage guidelines, and contain other useful information. The EH&S Office shall maintain a master file of MSDS's for all chemicals and materials in use, or used, at the NHMFL. The master file shall be located in the Hazard Information Center in the atrium area near the receptionist's desk. This information shall be available to all personnel. Also, each lab or work area shall maintain and update a MSDS file of chemicals and materials located in their immediate work area. The Principal Investigator or appropriate supervisor shall ensure that this file is complete and accessible to all personnel. The EH&S Office shall assist as needed and ensure all areas are in compliance with requirements of the procedure.

The Shipping and Receiving Office is responsible for delivery of original MSDS to the EH&S Office upon receipt of the materials. They will notify the EH&S Office if a shipment is received without an accompanying MSDS. All requisitions for chemicals or hazardous materials shall be approved by the EH&S Office prior to the issuance of a purchase order.

3.5 LABELS AND OTHER FORMS OF WARNING

Labels on containers of hazardous materials or chemicals shall not be removed or defaced. If materials are transferred from the original container to another approved container, all applicable information on the original product label shall be transferred to the other container. Product labels shall contain the chemical name, appropriate hazard warnings, the name and address of the manufacturer, importer

or other responsible party, and any other useful information. Containers of hazardous materials shipped from the NHMFL shall be checked by the Hazardous Materials Manager to ensure that they are properly packaged, labeled, marked and sealed in compliance with all applicable regulations.

3.6 TRAINING

Any employee, user, visitor, or contractor who works with, or is potentially exposed to, a hazardous material or chemical will receive training on the Hazard Communication Standard and the Florida Right-to-Know Act under the requirements of this procedure. The training program will be administered by the EH&S Office and will consist of audiovisual aides, classroom instruction, and hands-on approaches. The training will be presented to employees upon initial assignment to a work area where there are known hazards, and refresher training will be necessary when new hazards are introduced to the work environment. All work groups shall hold monthly safety meetings to discuss the hazards in their area. The EH&S Office shall provide this training and any other assistance in meeting the requirements of this procedure.

The training program will emphasize these items:

- Summary of the requirements of the Hazard Communication Standard, the Right-to-Know Act, and this procedure.

- How to obtain, read, and understand the information on a MSDS.

- Where to locate the MSDS file and chemical inventory in the general and specific workplaces.

- The methods used to detect the presence or release of a hazardous chemical in the workplaces.

- The proper labeling requirements for containers.

- Chemical and physical properties of hazardous material (e.g., flashpoint, reactivity) and methods that can be used to detect the presence or release of chemicals.

- The proper use of personal protective equipment (PPE) and devices designed to protect the worker from hazards.

The NHMFL EH&S Office shall review the employee training programs and advise all managers and supervisors of training and retraining of personnel. As part of the assessment of the program, the NHMFL EH&S Office shall obtain input from employees regarding the training they have received and their suggestions for improvement.

3.7 CONTRACTOR EMPLOYEES

The EH&S Office, upon notification by the responsible supervisor, will advise, inform outside contractors on the presence of hazards that may be

encountered while completing their contracted duties. Also, outside contractors shall be made aware of the labeling system in use, the location of MSDS and chemical inventory information, the emergency action plan in use (See NHMFL Safety Procedure SP-3, Emergency Action Plan), and areas of high danger, such as high voltage areas, high magnetic fields and laser control areas. In addition, contractors bringing hazardous materials into the NHMFL shall notify the EH&S Office and provide the MSDS information prior to arrival at the facility. Contractors shall not leave any waste materials or products at the NHMFL at the completion of their contracted duties. The EH&S Office shall review the safety training and records of outside contractors to ensure that work will be performed in compliance with all applicable regulations. This information is to be provided as part of the bid specification document and is to be reviewed before the contract is granted to the vendor.

3.8 ADDITIONAL INFORMATION

All personnel can obtain further information on this procedure including, the HCS, Florida Right-to-Know Act, MSDS information, chemical inventory list, training requirements, labeling requirements and any other safety information from the EH&S Office located at A125. For emergency reporting, the following information is listed:

Safety Program Manager	Kyle Orth	644-0233 (office) 657-8278 (pager)
Hazardous Materials Manager	Todd Wegenast	644-6955 (office) 657-8279 (pager)

The NHMFL EH&S Office shall designate specific lab and work area personnel to complete monthly hazardous materials inspections and report their findings. These inspections will include reports on the MSDS and chemical inventory file, the condition of all containers of hazardous materials, the inventory of waste materials for disposal, the inventory of PPE stocks on hand, the condition of emergency equipment and supplies, general housekeeping, and a list of any new personnel under their supervision. These inspection reports shall be completed and returned to the EH&S Office on the first Wednesday of each month.

4.0 REFERENCES

- 4.1 Code of Federal Regulations Title 29 Part 1910.1200, May 1995
- 4.2 National Safety Council's Supervisor's Safety Manual, Eighth Edition, 1993